

## **George Holmes Bixby Memorial Library: Minutes, Board of Trustees Meetings, April 4, 2013**

**In Attendance at both:** Deborah Rogers – Chair, Elizabeth Hunter Lavallee – Secretary, Kelly Marshall and Paul Lawrence – Trustees at Large, Carol Brock – Head Librarian, Mary Farrell – Children’s Librarian.

The special meeting was convened by the Board of Trustees (Board) at 6:30 PM. There were no members of the public who chose to attend this special meeting, which had been advertised in the Monadnock Ledger-Transcript and posted at the Library and US Post Office in Franconia.

It was unanimously approved to accept the bequest from Peter Kostecki's estate for \$7,598.02 that was so designated by the estate's trustee as "not restricted in its use and may be applied in any manner determined by the trustees."

The special meeting was adjourned at 7:00 PM. The regular meeting was convened at 7:00 PM.

**On Motions Made and Passed:** It was unanimously approved to:

1. Accept the minutes of the prior meeting.
2. Accept the new slate of officers: Deborah Rogers – Chair, Cathy Gombas – Treasurer, Elizabeth Hunter Lavallee – Secretary, Kelly Marshall and Paul Lawrence – Trustees at large.
3. Decided that library will pay for cost of any library-related programs attended by Library Staff or Trustees that are attended with approval of Board.

There was no Treasurer’s report.

### **Public Comment:**

Polly Freese was the sole member of the public in attendance at this meeting. She informed Board that Deb and David Adams have transferred the historic interview series from cassettes to CD, and will be donating these CD’s, and lending the hardware to listen to them, on April 19. Library patrons subsequently will be able to listen to these interviews at the library on this computer, or borrow the CD’s to listen to in the location of their choice such as their CD players in their cars or at home

### **Librarians’ Reports:**

#### Carol Brock:

1. Michael Branley has not yet provided her with the library’s actual expenditures to budget. As standard procedure, Board can expect to receive this information for each prior month of the rest of the budgeted year. To date, she is not aware of any major, unanticipated expenditures.
2. Provided attached 13-month revolving library statistics.
3. Discussed programs and events in attached library newsletter including plans for the library’s 90<sup>th</sup> birthday celebration and a special 90<sup>th</sup> birthday library float in this year’s Labor Day parade.

4. Informed board of new, shelf-style organizer in library entry lobby area, built and installed by Martine Bohnsack and Steve Griffin, and Carol Barr's cupcake fundraiser banner.
5. Karen Morrison, who is Chandee Palmer's mother, has donated a handmade quilt to the library to be raffled for proceeds.
6. Mike Palmer will donate the use of his large truck with truck bed for the library's float in the Labor Day parade this year.
7. Explained plumbing issues that need to be resolved in two unrelated areas: downstairs bathroom and well drains for heating system. Downstairs bathroom is currently out of order. Well is currently being manually drained once a month by Capital Well which is a temporary solution. Alternatives and any recommendations to Board of Selectmen for heating system well drain fix, which is a town expenditure, may need to be addressed prior to next scheduled board meeting. If so, Carol will inform Board Chair, Deborah Rogers so that it can be determined what, if any, actions need to be taken by Board.

Mary Farrell:

1. Described the planned summer reading program for children and tie in with Labor Day float preparation.
2. The \$300 donation from the Bohnsacks has been used to purchase the 34 Caldecott Medal Winning books for the children's collection. Once obtained, there will be a display noting that the collection was purchased with the Bohnsack's donation.

**On Future Actions Items:** It was decided to:

1. As part of the library's 90<sup>th</sup> birthday celebration, the Board will submit a suggestion to FIHS, at the appropriate time, that this year's parade theme be "Books on Parade" whereby various floats can feature books and the characters from them.
2. Consider candidates for alternate positions on board, with an eye to providing experience to potential future library trustees. At next meeting, in May, all trustees will come prepared with ideas for such candidates to be submitted to the Board of Selectmen for appointment.
3. Board recognized the need for a strategic vision and planning, related in particular to e-books and other changing technology and potentially changing patron needs, as a result. This matter will be further addressed in future meetings with an eye to providing best value to the town.
4. Related to item 3 immediately above, Carol Brock will start providing any data she can obtain from Overdraft.com (the library's e-book service, for which it pays \$425/year) on the number of e-books checked out by Francetown library patrons. To the best of her ability, she also will track numbers of patrons using library WiFi.

5. Deborah Rogers will research and obtain appropriate table and chair for placement of new historic CD computer listening station, with input from Carol Brock.
6. Deborah Rogers will write and mail thank you to Deb and David Adams, of the 2<sup>nd</sup> NH Turnpike, for their donation of historic CDs and related equipment as detailed above, under “public comment.”
7. Deborah Rogers and Elizabeth Hunter Lavallee will check their schedules to determine if either or both can attend the NH Library Association’s free program on incorporating e resources into libraries.
8. Deborah Rogers will follow up with Carol Brock regarding the specifics of any volunteer backup or assistance needed for Mary Farrell while Carol is away on vacation from May 14 to 17.
9. Deborah Rogers will follow up with Friends’ representatives on their interest and involvement with float preparation.

The meeting was adjourned at 8:30 PM

Respectfully submitted,  
Elizabeth Hunter Lavallee, Secretary